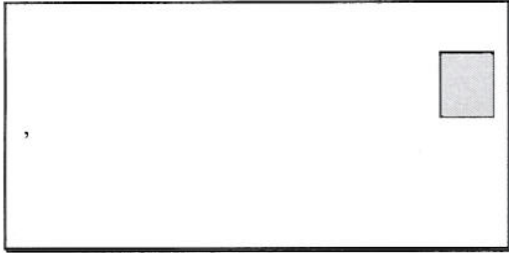


**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**



Employee Name	Dufauchard, Preston
Expense Dates	03/03/09-03/26/09
Total Expense Amount	554.65
Amount Due Employee	334.81
Form ID	TEA000430741

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/03	Railroad Fare	13.80	
2)	03/03	Railroad Fare	13.80	
3)	03/04	Railroad Fare	13.80	
4)	03/04	Railroad Fare	13.80	
5)	03/10	Railroad Fare	13.80	
6)	03/10	Railroad Fare	13.80	
7)	03/11	Railroad Fare	13.80	
8)	03/11	Railroad Fare	13.80	
9)	03/16	Railroad Fare	13.80	
10)	03/16	Railroad Fare	13.80	
11)	03/17	Railroad Fare	13.80	
12)	03/17	Railroad Fare	13.80	
13)	03/23	Parking, Auto	11.01	
14)	03/24	Railroad Fare	13.80	
15)	03/24	Railroad Fare	14.40	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

# **Travel & Expense Account Summary**

Employee Name                      Preston Dufauchard  
Expense Dates                      03/03/09-03/26/09  
Report Name                        PPD: March Trips

Request Total \$            554.65  
Direct Charge Total -       219.84  
Travel Advances -           0.00  
Net Due Employee =      **334.81**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	FSD Staff Mtg	230.85
Non-Travel Expenses	SAC Mtg	213.40
Non-Travel Expenses	Sac Meetings	110.40

NOTE: (d)=Direct Charge

DATE	Tue Mar 3	Tue Mar 3	Wed Mar 4	Wed Mar 4	Tue Mar 10	Tue Mar 10	Wed Mar 11	Wed Mar 11		TOTAL
Railroad Fare	13.80	13.80	13.80	13.80	13.80	13.80	13.80	13.80		110.40
TOTALS \$	13.80	13.80	13.80	13.80	13.80	13.80	13.80	13.80		110.40

DATE	Mon Mar 16	Mon Mar 16	Tue Mar 17	Tue Mar 17	Wed Mar 18	Wed Mar 18	Tue Mar 24	Tue Mar 24	Thu Mar 26	TOTAL
Railroad Fare	13.80	13.80	13.80	13.80			13.80	14.40	14.40	112.20
Mileage, Personal Auto					50.60	50.60				101.20
TOTALS \$	13.80	13.80	13.80	13.80	50.60	50.60	13.80	14.40	14.40	213.40

DATE	Thu Mar 26									TOTAL
Railroad Fare	14.40									112.20
Mileage, Personal Auto										101.20
TOTALS \$	14.40									213.40

# Travel & Expense Account Summary

DATE	Mon Mar 23									TOTAL
Commercial Air Fare (d)	179.20									179.20
Parking, Auto	11.01									11.01
Auto Rental (d)	40.64									40.64
TOTALS \$	230.85									230.85

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Sac Meetings	03/03/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac Meetings	03/03/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac Meetings	03/04/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac Meetings	03/04/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac Meetings	03/10/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac Meetings	03/10/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac Meetings	03/11/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	Sac Meetings	03/11/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	SAC Mtg	03/16/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	SAC Mtg	03/16/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	SAC Mtg	03/17/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	SAC Mtg	03/17/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	SAC Mtg	03/18/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	SAC Mtg	03/18/09	Mileage, Personal Auto	50.60	Cash
Regular Travel	FSD Staff Mtg	03/23/09	Commercial Air Fare	179.20	Direct Charge
Regular Travel	FSD Staff Mtg	03/23/09	Parking, Auto	11.01	Cash
Regular Travel	FSD Staff Mtg	03/23/09	Auto Rental	40.64	Direct Charge
Non-Travel Expenses	SAC Mtg	03/24/09	Railroad Fare	13.80	Cash
Non-Travel Expenses	SAC Mtg	03/24/09	Railroad Fare	14.40	Cash
Non-Travel Expenses	SAC Mtg	03/26/09	Railroad Fare	14.40	Cash
Non-Travel Expenses	SAC Mtg	03/26/09	Railroad Fare	14.40	Cash